

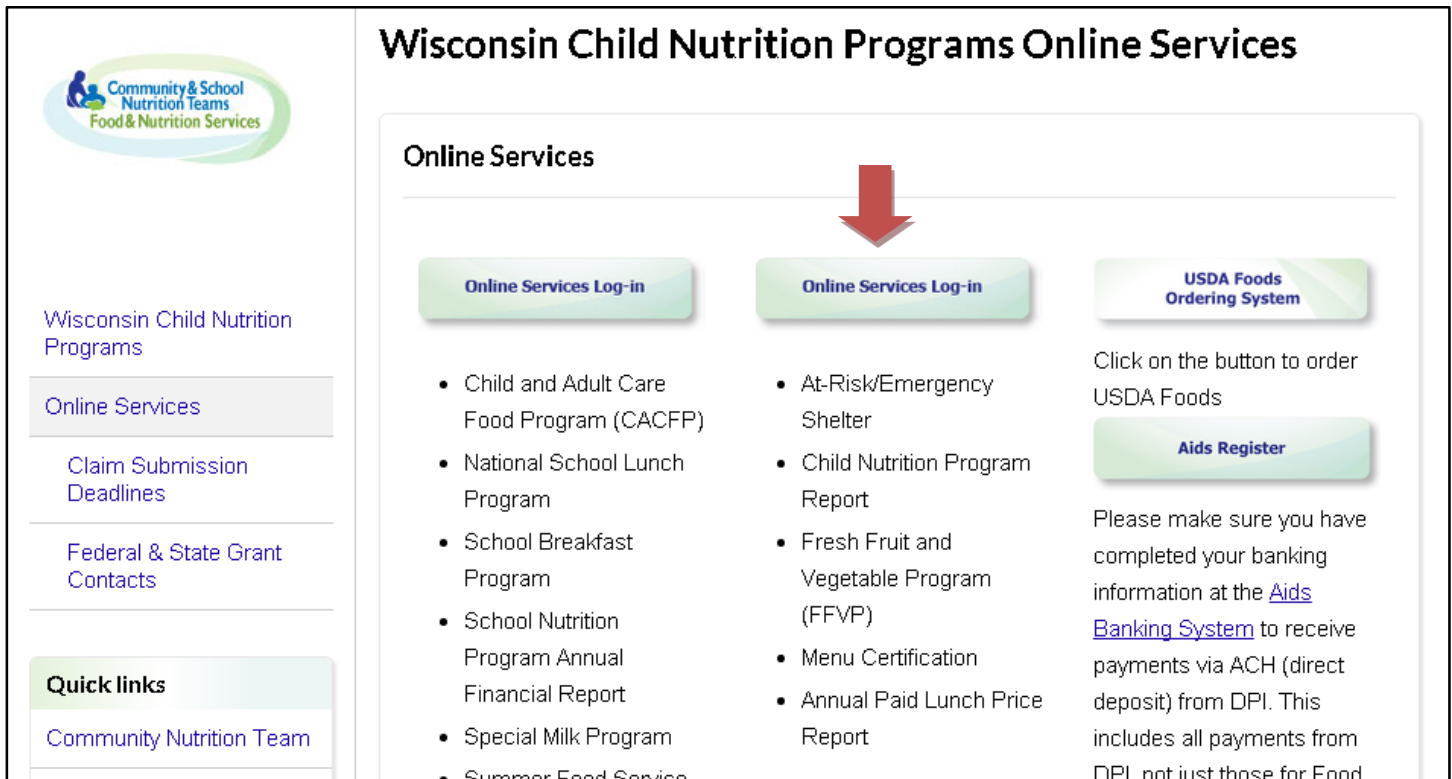
Paid Lunch Price Report Instructions

The Paid Lunch Price (PLP) Report is required for all School Food Authorities (SFAs) operating the National School Lunch Program (NSLP). SFAs must report the most frequently charged paid lunch price at the elementary, middle/junior, and high school levels as of October. **The report opens for submission November 1 and is due by November 15.**

Please note, SFAs will not be able to enter their October claim online until the report has been submitted.

Access the PLP Report by going to Online Services Log-in (<http://dpi.wi.gov/nutrition/online-services>).

Click on the **middle button** titled “Online Services Log-In”.



Wisconsin Child Nutrition Programs Online Services

Online Services

Online Services Log-in

- Child and Adult Care Food Program (CACFP)
- National School Lunch Program
- School Breakfast Program
- School Nutrition Program Annual Financial Report
- Special Milk Program
- Summer Food Service

Online Services Log-in

- At-Risk/Emergency Shelter
- Child Nutrition Program Report
- Fresh Fruit and Vegetable Program (FFVP)
- Menu Certification
- Annual Paid Lunch Price Report

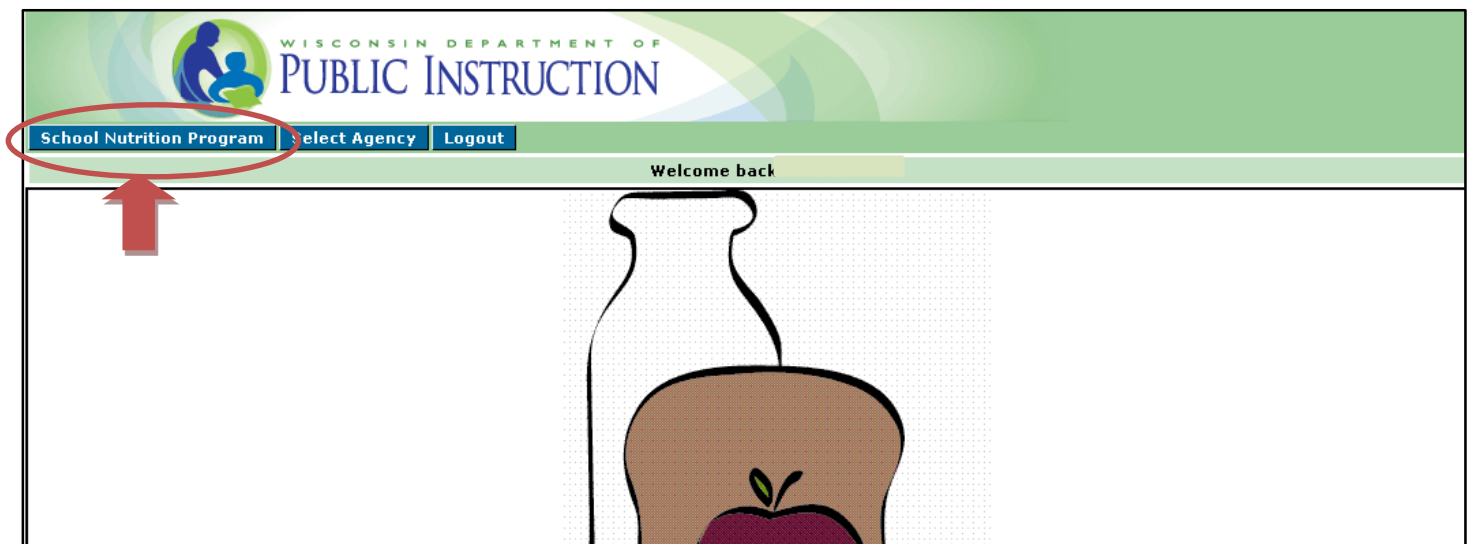
USDA Foods Ordering System

Click on the button to order USDA Foods

Aids Register

Please make sure you have completed your banking information at the [Aids Banking System](#) to receive payments via ACH (direct deposit) from DPI. This includes all payments from DPI, not just those for Food

After you've logged into Online Services, select “**School Nutrition Programs**” from the toolbar.



WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

School Nutrition Program | **Select Agency** | **Logout**

Welcome back

Then select **“Other Services”** from the School Nutrition Programs toolbar.

Then select **“Paid Lunch Price”** from the Reports toolbar.

Reporting your PLP

Enter the most frequently charged paid lunch price for each school level in October.

Please note, SFAs must enter a dollar value or select N/A from the dropdown.

SFA Paid Reimbursable Lunch Price Charges by each Category for School Year 2011-2012

Elementary Most Frequently Paid Price \$

Middle/Junior High Most Frequently Paid Price \$

High Most Frequently Paid Price \$

Charges Reported By:

First Name:

Last Name:

Phone Number:

Extension:

Email:

SFAs that are non-pricing should report 0.00 for the dollar value.

SFAs that do not have the specified grade level should use the dropdown to select N/A.

SFAs with some schools that do not charge for lunches (i.e., Provision 2 schools, select schools within the SFA that are non-pricing, Community Eligibility Provision schools, etc.) would report the most frequently charged lunch price(s) only in the grade level categories of those schools that do charge for paid lunches.

Example for an SFA that only has Middle and High Schoolers.

SFA Paid Reimbursable Lunch Price Charges by each Category

Elementary Most Frequently Paid Price \$ N/A

Middle/Junior High Most Frequently Paid Price \$

High Most Frequently Paid Price \$

Enter the PLP Report preparer's first name, last name, phone number, extension, and e-mail.

School Nutrition Program | [Logout](#)

[School Nutrition Program](#) > [Other Services](#) > [Paid Lunch Price Reporting](#)

**School Food Authority Paid Lunch Price Reporting
By Each Group of Students**

55-5555 Wisconsin School District

According to Subsection 12(p) of the National School Lunch Act (NSLA) and 7 CFR 210.14(e)(7), SFAs must report their most frequently charged paid student lunch prices, each year, to the Department of Public Instruction (DPI) in each of the following categories: elementary, middle/junior high, and high school. Upon receipt, DPI must then consolidate these prices and report them to the United States Department of Agriculture (USDA).

Determining the Most Frequently Charged Price:

SFAs must report the most frequently charged paid student lunch price established in each grade level category (elementary, middle/junior high school, high school) based on October NSLP reimbursement claims. If multiple prices are charged in any category, SFAs should report the price charged for the majority of paid reimbursable lunches claimed in October. Thus, if meal prices for elementary students within an SFA are set at \$1.50, \$1.60, and \$1.75 and the total number of paid lunches for the elementary category claimed in October was 1,000—the SFA would need to identify the number of lunches claimed at each price. For example, if 650 paid student lunches were purchased at \$1.50, 200 were purchased at \$1.60, and 150 were purchased at \$1.75, the most frequently charged price in the SFA for the elementary category would be \$1.50, as the majority of paid lunches claimed in October, at the elementary grade levels, were charged at that price.

SFAs with no students in one or more of the above grade level categories must select N/A as appropriate. SFAs that do not charge for paid student lunches must enter 0.00 in any or all grade level categories, as applicable. SFAs with some schools that do not charge for lunches (i.e. Provision 2 schools, select schools within the SFA that are non-pricing, etc.), would report the most frequently charged lunch price(s) only in the grade level categories of those schools that do charge for paid lunches.

SFA Paid Reimbursable Lunch Price Charges by each Category for School Year 2011-2012

Elementary Most Frequently Paid Price \$
Middle/Junior High Most Frequently Paid Price \$
High Most Frequently Paid Price \$

Charges Reported By:

First Name
Last Name
Phone Number
Extension
Email

[Home](#)

At the bottom of the page, click “Submit”.

SFA Paid Reimbursable Lunch Price Charges by each Category

Elementary Most Frequently Paid Price \$ N/A
Middle/Junior High Most Frequently Paid Price \$ 1.60
High Most Frequently Paid Price \$ 1.70

Charges Reported By:

First Name
Last Name
Phone Number
Extension
Email

The PLP Report is now successfully submitted.